

Inclusive Writing

Things to think about

You need to have a clear idea of who your audience is, and what you want to communicate with them.

Remember that obscure language, humour, jargon, and unexplained acronyms exclude anyone in your audience who does not understand them. Clarity and simplicity minimize mistakes and aid in good communication.

Writing should be:

Clear

Objective

Concise

Organized

Accurate

Correct

Audience-appropriate

Thorough ¹

¹ Salem-Wiseman, L and Zaman, S. *Writing for Canadian Health Professionals*. Toronto: Nelson College Indigenous (2nd edition), 2014: p.18.

Practical tips

Sentences are where good writing begins. Your building blocks are a clear, identifiable subject followed by a strong verb. The active voice helps to keep things clear.

Paragraphs need to be organized and coherent. As long as your paragraph follows the lead of your topic sentence, your reader will be able to clearly follow what you are saying.

Proper *punctuation* is very important:

- Commas separate ideas or clauses in a sentence.
- Semicolons keep complex sentences clear, separating clauses that already have commas in them.
- A colon indicates that a list follows.
- When used correctly, hyphens can help to make things clear by joining words together.

If a sentence just isn't working, *read it aloud*. That can help you figure out what needs to be fixed.

Take the time to *revise* what you write.

Get someone else to read over what you have written and ask them to offer their corrections and suggestions.